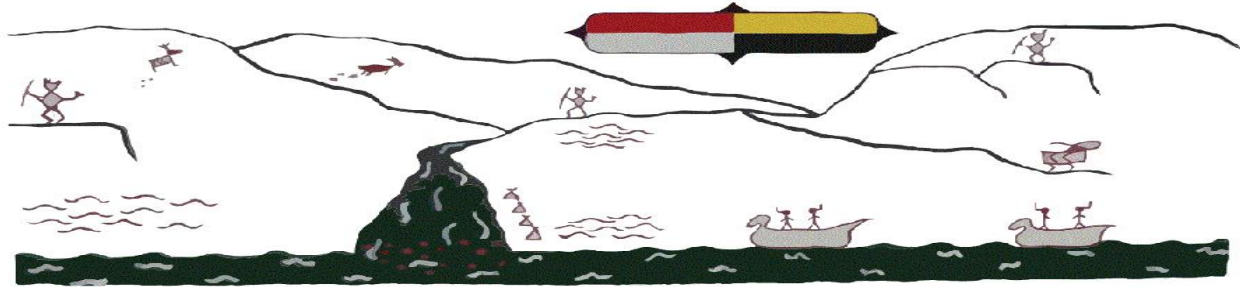


Kanaka Bar Indian Band



JOB POSTING

Position: CEO – Programs and Services
Organization: Kanaka Bar Indian Band
Application Deadline: Until the position is filled

Summary

Kanaka Bar Indian Band has a vision to manage and use its land and resources to maintain a self-sufficient, sustainable and vibrant community. In 2016, Kanaka's Council adopted an [Organizational Structure](#) to implement this community vision. This new structure separates politics from business, decision-making from implementation, and social programming from economic development activities. With this job posting, Council is inviting applicants to oversee planning and administering of Kanaka's annual operating budget, implementation of Band Council Resolutions, and directing a team of professional and support staff. For more information on Kanaka, please review the rest of our website at: <http://www.kanakabarband.ca/>.

CEO – Programs and Services is a full-time management position at Kanaka from Monday to Friday with reporting bi-monthly to Chief and Council. The CEO is responsible to oversee the following departments:

1. Education and Training
2. Health and Culture
3. Social Development
4. Infrastructure and Maintenance
5. Administration (Finance, HR, Information Management, Technology and Communications)

Generally, the CEO will be responsible to oversee the development and implementation of programs based on community needs, management and supervision of staff, liaison with clients, and leading day-to-day activities in line with policies, plans and guidance from Chief and Council. The CEO will ensure that the functions and mandate of all departments are executed in a timely, orderly, and satisfactory manner, and implement reasonable change management techniques.

Duties and Responsibilities

The successful applicant will be responsible for overall planning, coordination and continuous development of Kanaka's social and cultural programs and services and administrative functions (listed above) and ensure that each department remains compliant with applicable laws, rules, regulations, agreements, and internal policies.

More specifically, the CEO will be responsible to:

- Oversee, direct, and collaborate with departmental staff to ensure overall operational and organizational excellence can be achieved. This includes hiring, supervision and in some cases reducing staff.
- Develop and implement short, medium, and long-term work plans, including annual operating budgets for each department, in accordance with Kanaka's goals and objectives outlined in its critical planning documents.

- Monitor departmental performance against goals to ensure that progress is being made, and that corrective action is taken, where and when necessary.
- Collaborate and effectively communicate with Council and staff to develop strategic plans for all aspects and departments of Kanaka Bar.
- Implement policies, decisions, and regulations, and make recommendations to Council for organizational gaps and challenges.
- Provide annual employee evaluation and mentoring for the staff in all departments listed above.
- Develop and maintain effective relationships with clients, employees, and contractors.
- Monitor legislation, regulations, policies, and procedures applicable to Kanaka's operations to ensure compliance at all times.
- Motivate and develop the skills of each department and support staff to foster productivity, professionalism, and high morale.
- Develop clear and comprehensive reports, correspondence, and other written materials.
- Prepare and present proposals and recommendations in a clear and logical manner.
- Other duties may be assigned as required.

Requirements

- University degree in business or public administration and/or organizational development.
- At least 2 years of managerial experience in First Nations Administration.
- Training in financial and/or human resource (HR) management is considered an asset.
- Knowledge of employment law, labor relations and various government levels in Canada.
- Ability to establish and maintain effective working relationships with employees, residents, membership, and leadership, as well as external stakeholders.
- Ability to evaluate current Kanaka programs and services, identify alternatives (think outside the box) and develop sound conclusions and then implement recommendations.
- Advanced organizational and managerial skills.
- Excellent verbal and written communication skills. Applicant must have the skills to generate works on their own using Microsoft Office package.
- Strong understanding of administrative, operational principles and best practices.
- Proven negotiation and conflict resolution skills.
- Prior working knowledge of Xyntax is considered an asset.

Working Conditions

- Physical presence at the Band office from Monday to Friday during regular office hours and during the bi-monthly Council and Community meetings.
- Interaction with employees, residents, membership, leadership and the public.
- Travel as and when required.
- Manual dexterity required to use desktop computer and peripherals.
- Sitting for extended periods of time.
- Able to attend community meetings and conduct presentations using various media.

This will be a full-time employment position based out of the Kanaka Bar's Band office. Compensation will consider both the qualification and experience of the applicant. Canada Labour Code provisions will govern where applicable.

All qualified and interested applicants should submit a cover letter and resume to chief@kanakabarband.ca. **The posting will remain open until a suitable candidate is found.**

We appreciate all applications; however, only short-listed applicants will be contacted to participate in the interview process. Starting date could be as early as beginning of September but depends entirely on finding the right candidate.